

CHAPTER 13. SAFETY

13.1 Purpose. This section summarizes policy, procedures, and responsibilities for safety and accident prevention during construction of the Chemical Demilitarization Facilities. This section applies to all Government personnel involved with the Chemical Demilitarization Construction Program and particularly applies to the Resident Offices assigned to manage the construction and equipment installation phase of the Systems Contract.

13.2 References.

- a. CEHND 385-1-1, Safety and Occupational Health Program Management
- b. EP 415-1-260, Resident Engineer's Management Guide

It is not the intent of this plan to duplicate published policy and regulation, therefore only two basic documents are referenced. These two references contain numerous other policies, regulations, and procedures. Each Resident Office can develop a viable safety program for employees as well as administer and report the safety requirements of the Systems Contract as it pertains to the contractor's safety management program by using these two regulations.

13.3 Responsibilities.

a. The Chief, Safety Office, CEHNC, is responsible for establishing a safety program that addresses the safety and health of all CEHNC personnel. The Safety Office is also responsible for evaluating the Resident Offices' implementation of their safety plan. CEHNC Safety will interpret and implement safety policy and regulations provided by the Office of the Chief of Engineers.

b. Construction Directorate is responsible for providing guidance and direction to the Resident Engineer in implementing the applicable regulations and policies.

c. The Resident Engineer is responsible for ensuring the Systems Contractor complies with all safety and health requirements as stipulated in the contract. The RE is also responsible for providing a safe and healthful work environment for employees.

d. Employees are responsible for observing good safety practices in their day-to-day work and must wear special equipment, uniforms, protective clothing, or special wearing apparel for protection of self, co-workers, and property. Report accidents immediately; damaged or inoperable personal protective equipment should be reported to the supervisor.

13.4 Procedure. The Resident Engineers' procedures as a minimum should address:

a. Enforcement of the Contractors Accident Prevention Plan. EP 415-1-260 provides a checklist to assist the Resident Engineer during review of the Accident Prevention Plan. Once accepted by the RE, the contractor must provide a review copy of the accident prevention plan to the Safety Office prior to the pre-construction safety conference. The RE should assure that the contractor's accident prevention plan is available at the site and read by all contractor employees.

b. Conducting a Pre-construction Safety Conference. One of the most important aspects of a good safety program is establishing a mutual understanding of key safety personnel and the administration of their programs. EM 385-1-1 provides a recommended agenda. The RE should notify the Center Safety Office seven days prior to the conference.

c. Activity Hazards Analysis. An activity Hazards Analysis will be performed for all Government employees. Conduct a review of the potential hazards in each duty area and document the results at least annually.

d. Accident Investigation and Reporting. The Center Safety Office is the central contact point for accident investigation and reporting. The RE's safety plan should also identify reporting requirements of the site facility safety office. HND 385-1-1, chapter 4, appendix B, discusses detailed procedures and instructions to the field office on fatalities, lost-time injuries, and damage to property.

e. Personal Protection Equipment.

(1) Personal protective equipment will be furnished to all Government employees according to the nature of exposure and protection required by their job hazard analysis. For example, office personnel, whose major duties are clerical, would not need safety shoes to safely perform their duties. Whereas, a quality assurance representative will need safety shoes, protective eyewear, etc., to safely perform his duties.

(2) Safety shoes and safety glasses can be purchased through the Contracting Directorate from local suppliers in Huntsville. Depending on its location, the RO may elect to establish his or her own procedures for procurement of personal protective equipment.

(3) Hard hats will be purchased by the RO through the General Services Administration. Requirements for reflective tape, insignia, etc., will be in accordance with EM 385-1-1.

f. Employee Safety and Health Training. Each RO employee whose duties involve a potential exposure to toxic chemicals will receive annual baseline physicals. The safety office on the facility will assess the potential for exposure. Each supervisor should review each employee's day-to-day duties to determine the type and amount of training required and then documents the training in each individual's development plan. Non-supervisory personnel should receive a minimum eight hours training during a two-year period.

g. Operation of Motor Vehicles.

(1) All Government employees who operate vehicles on official business will possess a valid state driver's license.

(2) Government personnel who operate vehicles on official business should take a recognized driver's training course, e.g., Defense Driving approximately every four years.

(3) Seat belts must be worn when operating or riding in a government vehicle.